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2. Articles are indexed by title, subject, and first-named author, with cross-references from coauthors.
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4. All library organizations are entered under their full names. Material on the substructures of these organizations, such as committees, round tables, etc., is listed alphabetically under the organization name. (For example, for material on the activities, officers, reports, committess, and round tables of NCLA, see North Carolina Library Association.)
5. The abbreviations "comp.," "ed.," and "pic." are used to identify compilers, editors, and pictures.